

Healthwatch Cambridgeshire and Peterborough General Purposes Group Report

Draft Budget 2024/25

Purpose

This report updates the Board on the draft budget for the coming year as discussed at General Purposes Group on March 13th, 2024.

Figures are in Appendix 1 on this report

1. Income

- a. GPG agreed not to request an annual uplift at the present time to our core grants from PCC and CCC due to known current restraints and recent changes to our commissioners.
- b. The funding from the lottery for our Gypsy Roma and Traveler project has received an uplift of £4483 agreed by the Lottery fund to cover additional work and staff salary increases.
- c. The ICS engagement project funding has not yet been advised so this is reflected as a zero.
- d. Both North and South place projects have funds to be carried forward.
- e. An amount has been entered for interest gained from two investment accounts, this interest will not be available to us until Feb 2025 from these one year bonds.

2. Expenditures

- a. The salary amount is based on full staffing for the full year. The National Insurance contributions have been adjusted since the Spring budget and no increase has been accounted for. It is anticipated that the budget will be reviewed in September in consideration of salary uplift as per usual practice.
- b. Reductions are anticipated in room bookings due to a large number of meetings now being held online. This is partly to ease pressure on professionals attending and also as requested by participants.
- c. Marketing, IT, Office Supplies and Professional fees budgets have been reduced and this will be reliant on good management of expenditure. GPG

acknowledges that inflation may make it difficult to control costs and expected expenditure so this will be monitored closely.

- d. Within the Travel and Volunteering expenses an amount of £3,500 has been set aside for the re-accreditation of Investors in Volunteering.
- e. Accommodation expenditure and office space is to be reviewed within this year and may result in a reduction of cost.

3. Salary Considerations

- a. In 2a above the amount is based on full staffing. This is usually an unknown however due to current vacancies we do know that there is a 2 month saving of CEO salary and a 5 month saving of Information and Signposting Manager salaries.
- b. These vacancies are currently covered by existing staff with a temporary increase to their salaries and a NED assisting them, this cost is also known.
- c. The known salary reduction is £15,592 so the salary line could read as £605,636 therefore reducing the deficit to £18,577.

4. Reserves

- a. Our reserves policy sets the reserves level as £200,000 and as can be seen in the GPG report this has been achieved.
- b. 50% of the reserves amount is invested in 2 separate high interest accounts. The remaining amount is held in an accessible account in case of late payment of grants.
- c. Each month has an average expenditure of £65,000

5. Cashflow

Assuming consistent expenditure in March 2024 this would lead to additional cash being generated of circa £41,600. Later the Board can determine whether this should be used to increase reserves or invest in our services.

This decision should be left until a final outcome is agreed with our auditors and our new CEO has the opportunity to appraise all aspects the financial position and make relevant recommendations

Report Authors

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27/03/2024

BUDGET 2024/25

Income and Expenditure	Current	Full Year	
		budget 24/25	Forecast Change
Income	Forecast 23/24		
Core Grant PCC	196,875	196,875	0
Core Grant CCC	302,557	302,557	0
CCC Eng Contract	90,773	90,773	0
Lottery Fund	44,858	26,914	17,944
ICS Engagment Project	22,500	0	22,500
SCPC Community Researchers	7,500	25,000	-17,500
NCPC Community Researchers	25,000	12,750	12,250
External funding (target)	12,500	30,000	-17,500
investment interest earned	0	5,000	-5,000
Total	702,563	689,869	12,694
Expenditure			
Payroll	590,000	621,228	31,228
Travel / Volunteer expenses	15,500	15,500	0
Insurance	2,444	2,750	306
Room Bookings	13,750	10,000	-3,750
Marketing	5,000	3,000	-2,000
Mobile Phones	2,000	2,500	500
Professional Fees	19,500	18,000	-1,500
IT + IT support	15,400	14,000	-1,400
Office Supplies	16,000	14,000	-2,000
Training + Wellbeing	2,000	2,500	500
Accommodation	23,300	24,000	700
Bank Charges/tax	60	60	0
Total	704,954	727,538	22,584
Underlying Deficit	deficit	34,169	

2 months CEO vacancy	saving	11992	
5 months I&S manager vacancy	saving	16582	
20% on CTJ, JMc + CR 2 months	plus	8982	
JJ for 2 months	plus	4000	
total known reduction salary	so could reduce salary cost by	15592	salary now 605,636
left in account from 23/24	true deficit of	18577	
		41648	